

County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

countyconnection.com

ADMINISTRATION & FINANCE COMMITTEE

MEETING AGENDA

Wednesday, October 2, 2024

2:00 p.m.

County Connection Administration Office

2477 Arnold Industrial Way

3rd Floor Conference Room

Concord, CA 94520

The committee may take action on each item on the agenda, even items that are listed as “information only”. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the committee.

1. Approval of Agenda
2. Public Communication
3. Selection of Chair
4. Approval of Minutes of September 4, 2024*
5. Preliminary Income Statements for the Fiscal Year Ended June 30, 2024*
(Staff recommends that the A&F Committee accept the report and provide the update to the Board.)
6. FY 2024-25 SB1 State of Good Repair Funds*
(Staff proposes applying for a grant amount of \$144,056 in FY 2024-25 SGR funds to pay for the ongoing maintenance expenses related to onboard ITS systems.)
7. Review of Vendor Bills, August 2024**
8. Approval of Legal Services Statement, July 2024 General and Labor**
9. Closed Session: Conference with Legal Counsel – Existing litigation
Pursuant to Government Code Section 54956.9(a)
Juan Ruiz v. CCCTA
Spring Daughtry v. CCCTA
10. Next Scheduled Meeting – TBD
11. Adjournment

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2024/2025 A&F Committee

Jim Diaz-Clayton, Don Tatzin-Lafayette, Sue Noack-Pleasant Hill

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

General Information

Public Comment: If you wish to address the committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the committee and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

Consent Items: All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be made available for public inspection by posting them to County Connection's website at www.countyconnection.com. The agenda and enclosures for this meeting are posted also on our website at www.countyconnection.com.

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service, or alternative format requested at least two days before the meeting. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@cccta.org. Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Currently Scheduled Board and Committee Meetings

Board of Directors:	October 24, 9:00 a.m., County Connection Board Room 2477 Arnold Industrial Way, Concord, CA 94520
Administration & Finance:	Wednesday, October 2, 2:00 p.m., County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, CA
Advisory Committee:	TBA. Location TBD
Marketing, Planning & Legislative:	Thursday, October 3, 8:30 a.m., Supervisor Andersen Office 3338 Mt. Diablo Blvd, Lafayette, CA
Operations & Scheduling:	Wednesday, October 2, 8:00 a.m., Supervisor Andersen Office 3338 Mt. Diablo Blvd, Lafayette, CA

The above meeting schedules are subject to change. Please check the County Connection Website (www.countyconnection.com) or contact County Connection staff at 925/676-1976 to verify date, time, and location.

This agenda is posted on County Connection's Website (www.countyconnection.com) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California

Summary Minutes Administration & Finance Committee

County Connection Administration Office
2477 Arnold Industrial Way
3rd Floor Conference Room
Concord, CA 94520

Wednesday, September 4, 2024, 2:00 p.m.

Directors: Sue Noack, Laura Hoffmeister

Staff: Bill Churchill, Ruby Horta, Amber Johnson, Andrew Smith, John Sanderson, Pranjal Dixit

Public: None

Call to Order: Meeting called to order at 2:00 p.m. by Director Hoffmeister.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of July 10, 2024

The Committee approved the minutes.

4. Investment report as of June 30, 2024

Ms. Johnson presented the quarterly investment report which includes the type of investment, issuer, date of maturity, par, and dollar amount of investments. The detailed quarterly report, which includes balances by bank account and with recent historical data, was also presented. Ms. Johnson affirmed that the Authority has the ability to meet projected cash flow of expenditures for the next six months.

This was an information only item.

5. Proposed Changes to Advisory Committee Bylaws

Mr. Sanderson reported that the Advisory Committee's bylaws were originally adopted in June 2011 and most recently amended in September 2019. It was determined by both the Advisory Committee and the Board that the Advisory Committee's bylaws should be revised as necessary to attract and

retain an engaged membership, and to provide relevant commentary on matters before the Board. After conferring with the Advisory Committee and the Authority's legal counsel, new proposed bylaws were drafted that included provisions for: at-large members, revision to term in office, code of conduct and removal of members, cadence of meetings, ad-hoc subcommittees, and annual work plan.

After some discussion and minor modifications to the proposed bylaws, the A&F Committee recommended approval to the Board of Directors.

6. 2025 Administrative Employees Cafeteria Adjustment

Ms. Johnson reported that the Authority contracts under the Public Employee's Medical and Hospital Care Act (PEMHCA) for administrative employee benefits. The current MOUs with the ATU and Teamsters increase the Cafeteria Plan annually using a formula that averages the increases in the two most popular health plans by coverage level and splitting that amount and adding it to the prior Cafeteria Plan. In recent history the Board has provided the same increases to the Administrative Employees' Cafeteria Plan in the interest of equality. For 2025, the two most popular plans were Kaiser and Blue Shield Access. There are sufficient budgetary resources to accommodate the estimated \$64,325 in increased costs to implement the cafeteria increases for administrative employee groups.

The Committee approved the increase to cafeteria amounts for non-represented employees to be forwarded to the full Board of Directors as a consent item.

7. Update to CCCTA Disadvantaged Business Enterprise (DBE) Program

Ms. Horta reported that the DBE program is a requirement of the FTA, and that the Authority's commitment to the DBE program allows for participation of DBEs in contract and subcontracts related to construction, procurement, and professional services activities. The Authority's DBE program was adopted in 2018. In April 2024, the USDOT issued modifications to the DBE program regulations. Staff has made the required modifications to the Authority's DBE program to conform with the new regulations.

The Committee approved the revised DBE program to be forwarded to the full Board of Directors as a consent item.

8. Clipper Bay Pass Amendment

Mr. Dixit reported that the first phase of the Clipper BayPass pilot was launched in August 2022 to assess the impacts of an unlimited use pass product at certain higher education institutions and affordable housing properties. The pilot was successful and additional higher education institutions expressed interest in purchasing the Clipper BayPass for their student bodies. An amendment to the existing Clipper BayPass participation agreement between MTC and the participating operators is being proposed, including terms that introduce additional flexibility for the phase 2 pilot. MTC has affirmed that the program will be funded if usage exceeds revenue collected from participating institutions.

The A&F Committee recommends the Board of Directors authorize the General Manager to execute the Clipper BayPass Program Amendment with MTC as a consent item.

9. Review of Vendor Bills, July 2024

The Committee reviewed the vendor bills for July 2024.

10. Approval of Legal Services Statement, June 2024 General and May and June 2024 Labor

The Committee approved the legal services statement, June 2024 General plus May and June 2024 Labor.

11. Next Scheduled Meeting

The next meeting is scheduled for Wednesday, October 2nd at 2:00 p.m.

12. Adjournment

The meeting was adjourned at 3:00 p.m.

Minutes prepared and submitted by: Amber Johnson, Chief Financial Officer

INTER OFFICE MEMO

To: Administration & Finance Committee

Date: 9/25/2024

From: Amber Johnson, Chief Financial Officer

Reviewed by: WC.

SUBJECT: Income Statements for the Fiscal Year Ended June 30, 2024

Background:

The quarterly income statement report is an opportunity for the Committee to review the Authority's financial status and to provide fiscal and operational accountability.

Summary:

The unaudited County Connection Income Statements for Fiscal Year (FY) 2024 are presented for review. Although staff are still making final year-end adjustments in conjunction with the annual financial audit, there is sufficient information available at this time to provide the Committee with a preliminary year-end report.

Actual revenues and expenses are presented as compared to the adopted budget. The combined expenses of fixed route and paratransit for the period were \$47.3 million (*Schedule 1*), which represents 95.1% of the budget of \$49.7 million. The combined revenues were \$48.7 million, representing 97.9% of the budget of \$49.7 million, and allows for the transfer of \$1.4 million to the Authority's newly created discretionary reserve fund.

Fixed Route:

Overall Fixed Route revenues and expenses are presented on *Schedule 2*. Revenues for the period were \$38.2 million, representing 95.0% of the total budget. Expenses for the period were \$36.8 million, representing 91.5% of the total budget.

Receipts of non-operating revenues, such as investment income (\$1.1m) and asset disposal (\$200k), have far exceeded what was anticipated to come in for the year. Most of these non-operating revenues, plus advertising revenue (\$344k) are considered discretionary and have been transferred to the discretionary reserve fund.

Fare revenues exceeded estimates, with actual receipts exceeding budgeted amounts by \$950k. Measure J receipts also outpaced budgetary estimates by \$1.5m due to conservative budgeting and the final year of Measure J true-up payments (\$900k from FY22 received in FY24). True up payments will no longer be distributed to operators in accordance with Contra Costa Transportation Authority's new reserve policy. These excess revenues, in conjunction with budgetary savings in fixed route expenditures, resulted in a \$5.6m reduction in TDA revenue utilization as compared to the budget.

The primary driver of the expense budget is salaries and wages. Actual expenditures on salaries and wages utilized 93.7% of the annual budget for this category. *Schedule 4* provides additional details of various components specific to operator wages only. Expenditures on services, insurance and purchased transportation are under budget, and the \$500k contingency reserve was not utilized this period.

Paratransit:

Paratransit revenues and expenses are presented on *Schedule 3*. Expenses and revenues for the period were \$10.5 million, representing 110.5% of the total budget.

Like the fixed route program, paratransit fare revenues also exceeded budgetary estimates, with actual receipts exceeding fare amounts anticipated by \$141k. Measure J receipts also outpaced budgetary estimates by \$1.1m due to conservative budgeting and the final year of Measure J true-up payments (\$440k from FY22 received in FY24). These excess revenues were somewhat offset by budget overages in paratransit expenses, resulting in a \$486k reduction in TDA revenue utilization as compared to the budget.

Purchased transportation expenses are the primary driver of the paratransit budget. Actual expenditures on purchased transportation for the Authority's paratransit service utilized 111.8% of the budget. The Authority saw a rapid return in demand for paratransit services during the fiscal year. The confluence of more riders taking longer, slower trips, combined with substantial increases in deadhead hours and miles resulted in an higher cost to run the paratransit service than was anticipated when the budget was adopted.

Purchased transportation expenses for paratransit services operated on behalf of partner agencies have been budgeted to a separate line, and these expenditures have utilized 113.6% of the budget. These costs are neutral to the Authority as reimbursement in full is collected from the partners.

Statistics:

Schedule 5 provides select statistical information for FY 2024 as compared to this same period in FY 2023 and FY 2022.

In FY 2022, the fixed route farebox recovery ratio was 7.6%, and the cost of service per passenger was \$17.46. This improved to a farebox recovery ratio of 9.9% and cost per passenger of \$13.85 in FY 2023 as ridership improved post-pandemic. In FY 2024, the farebox recovery ratio shows stabilization at 9.5%, with a cost per passenger of \$13.95.

Paratransit has also experienced recovery at the farebox, and in the cost per passenger. The farebox recovery ratio of 1.7% in FY 2022 improved to 5.5% in FY 2023 and 5.9% in FY 2024. The cost of service per passenger of \$103.02 in FY 2022 decreased to \$70.14 in FY 2023 and has come up slightly to \$86.88 in FY 2024.

Financial Implications:

There are no financial implications associated with this report.

Recommendation:

Staff recommends that the A&F Committee review the report for approval.

Action Requested:

Staff requests that the A&F Committee accept the report and provide the update to the Board.

Attachments:

Attachment 1: CCCTA Income Statements for FY2024 (Schedules 1 through 5)

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
Combined Fixed Route and Paratransit Income Statement
FY 2024 Year to Date - Comparison of Actual vs. Budget
For the Twelve Months Ended June 30, 2024

	Actual	Total Budget	Variance	% Budget
Revenues				
Passenger fares	3,094,354	2,331,000	763,354	132.7%
Special fares	925,309	586,014	339,295	157.9%
Total Fare Revenue	4,019,664	2,917,014	1,102,650	137.8%
Advertising	343,750	340,000	3,750	101.1%
Other revenue	1,382,787	131,200	1,251,587	1054.0%
Federal operating	5,582,329	5,888,000	(305,671)	94.8%
TDA earned revenue	15,568,190	21,757,021	(6,188,831)	71.6%
STA revenue	7,699,464	7,316,145	383,319	105.2%
Measure J	10,056,041	7,480,709	2,575,332	134.4%
Fees from LAVTA and One Seat partners	2,148,953	1,900,000	248,953	113.1%
Other operating assistance	1,844,950	1,947,800	(102,850)	94.7%
Total Other Revenue	44,626,464	46,760,875	(2,134,411)	95.4%
Total Revenue	48,646,128	49,677,889	(1,031,761)	97.9%
Expenses				
Wages	16,212,469	16,845,204	(632,735)	96.2%
Fringe Benefits	12,467,030	13,773,608	(1,306,578)	90.5%
Total Wages and benefits	28,679,499	30,618,812	(1,939,313)	93.7%
Services	2,936,307	3,482,880	(546,573)	84.3%
Materials & Supplies	3,414,797	3,656,900	(242,103)	93.4%
Utilities	466,091	439,000	27,091	106.2%
Insurance	1,154,391	1,343,231	(188,840)	85.9%
Taxes	379,051	368,015	11,036	103.0%
Leases and Rentals	72,266	68,500	3,766	105.5%
Miscellaneous	247,707	283,000	(35,293)	87.5%
Purchased Transportation	7,730,502	6,997,551	732,951	110.5%
Purchased Transportation - for partners	2,180,363	1,920,000	260,363	113.6%
Operations Expenses	18,581,474	18,559,077	22,397	100.1%
Contingency	-	500,000	(500,000)	0.0%
Total Expenses	47,260,973	49,677,889	(2,416,916)	95.1%
Net Income (Loss)	1,385,154	-		

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
Fixed Route Income Statement
FY 2024 Year to Date - Comparison of Actual vs. Budget
For the Twelve Months Ended June 30, 2024

	Actual	Total Budget	Variance	% Budget
Revenues				
Fare revenue	2,572,287	1,961,000	611,287	131.2%
Special service revenue	925,309	586,014	339,295	157.9%
Total Fare Revenue	3,497,596	2,547,014	950,582	137.3%
Advertising revenue	343,750	340,000	3,750	101.1%
Non-Operating rev	1,382,787	131,200	1,251,587	1054.0%
STA Population and Revenue Measure J	6,658,319	6,275,000	383,319	106.1%
TDA 4.0	7,156,017	5,708,451	1,447,566	125.4%
Federal Operating Funds	13,779,680	19,420,757	(5,641,077)	71.0%
Low Carbon Transit Ops Prog	3,743,296	4,088,000	(344,704)	91.6%
BART Express Funds	637,572	600,000	37,572	106.3%
Other State Grants	640,531	640,531	-	100.0%
Dougherty Valley Dev Fees	139,859	134,731	5,128	103.8%
Other Local Grants/Contributions	69,637	200,000	(130,363)	34.8%
RM 2/Other- Express	26,519	5,000	21,519	530.4%
Total Other Revenue	107,363	117,538	(10,175)	91.3%
Total Revenue	38,182,926	40,208,222	(2,025,296)	95.0%
Expenses				
Wages	15,881,332	16,525,369	(644,037)	96.1%
Fringe benefits	12,307,136	13,542,777	(1,235,640)	90.9%
Total Wages and benefits	28,188,468	30,068,145	(1,879,677)	93.7%
Services	2,809,664	3,373,880	(564,216)	83.3%
Materials and supplies	3,413,548	3,652,900	(239,352)	93.4%
Utilities	410,233	382,000	28,233	107.4%
Casualty and liability	1,138,413	1,325,231	(186,818)	85.9%
Taxes	379,051	368,015	11,036	103.0%
Leases and rentals	72,266	68,500	3,766	105.5%
Miscellaneous	246,810	263,000	(16,190)	93.8%
Purchased transportation	139,319	206,551	(67,232)	67.5%
Total Other Expenses (non-wages)	8,609,304	9,640,077	(1,030,774)	89.3%
Contingency	-	500,000	(500,000)	0.0%
Total Expenses	36,797,772	40,208,223	(3,410,451)	91.5%
Net Income (Loss)	1,385,154	-	1,385,154	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
Paratransit Income Statement
FY 2024 Year to Date - Comparison of Actual vs. Budget
For the Twelve Months Ended June 30, 2024

	Actual	Total Budget	Variance	% Budget
Revenues				
Fare revenue	490,658	350,000	140,658	140.2%
Fare revenue - LAVTA	31,410	20,000	11,410	157.1%
Total Fare Revenue	522,068	370,000	152,068	141.1%
Special service - One Seat Ride	395,091	600,000	(204,909)	65.8%
LAVTA Fees	1,753,862	1,300,000	453,862	134.9%
FTA Section 5307	1,839,033	1,800,000	39,033	102.2%
TDA 4.5	1,099,830	1,161,778	(61,948)	94.7%
TDA 4.0	688,680	1,174,486	(485,806)	58.6%
Measure J	2,900,024	1,772,258	1,127,766	163.6%
STA Paratransit & Rev based	1,041,145	1,041,145	-	100.0%
BART ADA Service/Other	223,469	250,000	(26,531)	89.4%
Total Other Revenue	9,941,134	9,099,667	841,467	109.2%
Total Revenue	10,463,201	9,469,667	993,535	110.5%
Expenses				
Wages	331,137	319,835	11,302	103.5%
Fringe benefits	159,893	230,831	(70,938)	69.3%
Total Wages and benefits	491,030	550,667	(59,636)	89.2%
Services	126,643	109,000	17,643	116.2%
Materials and supplies	1,249	4,000	(2,751)	31.2%
Utilities	55,858	57,000	(1,142)	98.0%
Liability	15,978	18,000	(2,022)	88.8%
Miscellaneous	897	20,000	(19,103)	4.5%
Purchased transportation	7,591,183	6,791,000	800,183	111.8%
Purchased transp - for partners	2,180,363	1,920,000	260,363	113.6%
Total Other Expenses (non-wages)	9,972,171	8,919,000	1,053,171	111.8%
Total Expenses	10,463,201	9,469,667	993,535	110.5%
Net Income (Loss)	-	-	-	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
Breakdown of Operator Wages
For the Twelve Months Ended June 30, 2024

	Amount	% of Total Operator Wages
Platform/report/turn in	7,416,948	84.7%
Guarantees	312,025	3.5%
Overtime	392,888	4.3%
Spread	133,311	1.5%
Protection	369,594	3.8%
Travel	10,887	0.1%
Training	152,289	1.7%
Other Misc	39,634	0.3%
	<hr/> 8,827,576	

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
FY 2024 Year to Date - Statistical Comparisons
For the Twelve Months Ended June 30, 2024

	Actual FY 2024 through Q4	Actual FY 2023 through Q4	Variance FY 2024 to FY 2023	Actual FY 2022 through Q4	Variance FY 2024 to FY 2022
Fixed Route					
Fares	\$ 2,572,287	\$ 2,440,019	5.4%	\$ 1,936,353	32.8%
Special Fares	925,309	884,030	4.7%	499,941	85.1%
Total Fares	\$ 3,497,596	\$ 3,324,049	5.2%	\$ 2,436,294	43.6%
Farebox recovery ratio	9.5%	9.9%	-3.8%	7.6%	25.2%
Operating Exp (Less leases)	\$ 36,725,505	\$ 33,589,180	9.3%	\$ 32,032,269	14.7%
Revenue Hours	186,787	189,474	-1.4%	188,523	-0.9%
Cost per Rev Hour	\$ 196.62	\$ 177.28	10.9%	\$ 169.91	15.7%
Passengers	2,633,223	2,424,578	8.6%	1,834,108	43.6%
Cost per Passenger	\$ 13.95	\$ 13.85	0.7%	\$ 17.46	-20.1%
Passengers per Rev Hr	14.10	12.80	10.2%	9.73	44.9%

Paratransit

Fares	\$ 490,658	\$ 359,247	36.6%	\$ 107,206	357.7%
Farebox recovery ratio	5.9%	5.5%	8.4%	1.7%	254.0%
Operating Exp (Less Partners)	\$ 8,282,839	\$ 6,571,936	26.0%	\$ 6,405,709	29.3%
Revenue Hours	69,689	47,690	46.1%	46,120	51.1%
Cost per Rev Hour	\$ 118.85	\$ 137.81	-13.8%	\$ 138.89	-14.4%
Passengers	95,341	93,702	1.7%	62,179	53.3%
Cost per Passenger	\$ 86.88	\$ 70.14	23.9%	\$ 103.02	-15.7%
Passengers per Rev Hr	1.37	1.96	-43.6%	1.35	1.5%

To: Administration and Finance Committee

Date: 8/29/2024

From: Kyle Boehm, Grants Administrator

Reviewed by: 

SUBJECT: FY 2024-25 SB1 State of Good Repair Funds

Background:

Senate Bill 1 (SB1) provides over \$100 million annually to transit operators for eligible transit maintenance, rehabilitation, and capital projects. These funds are referred to as State of Good Repair (SGR). The SGR Program is funded from a portion of a new Transportation Improvement fee on vehicle registrations. Based on the latest State Controller's Office (SCO) allocation estimate, County Connection is eligible to receive \$144,056.

Eligible projects for SGR funding include security equipment and systems as well as preventative maintenance. Staff is proposing to use SGR funds to support the ongoing maintenance of our onboard technology, including radio, onboard computer, and CAD/AVL systems.

Financial Implications:

Using FY 2024-25 SGR funds to pay for ongoing ITS maintenance costs will directly offset operating expenses.

Recommendation:

Staff recommends applying for a grant amount of \$144,056 in FY 2024-25 SGR funds to pay for the ongoing maintenance expenses related to onboard ITS systems.

Action Requested:

Staff requests the Administration and Finance Committee recommend Board approval for the General Manager to apply and execute any agreements, amendments, certifications and assurances, and related documents for the SB1 State of Good Repair Program required by the California Department of Transportation and the Metropolitan Transportation Commission.

Attachments:

None